21 November 1974

MEMORANDUM FOR: Senior Training Officer DDI

SUBJECT : Nominations for Executive Seminar

1. Nominations are due in my office not later than 17 January 1975 for the Seminar for Advancing Managers at Kings Point, 30 March - 11 April 1975.

- 2. The Agency has one space reserved for this seminar. (DDI requested four spaces.)
- 3. Please submit six copies of all nomination papers for your candidate—an up-to-date biographic profile, the most recent fitness report, and a statement giving reasons for proposing attendance at the seminar. You are reminded that attendance at this seminar is limited to individuals who will have moved from one managerial position to another during the period 1 July 1973 through 30 June 1975. Please include a statement to this effect in your supporting documentation.

25X1A

Executive Secretary
Training Selection Board

25X1A

ES-TSE maq Distribution: Orig - Adse 2 - ES-TSB

21 November 1974

MEMORANDUM FOR: Senior Training Officer DDS&T

SUBJECT : Nominations for Executive Seminar

1. Nominations are due in my office not later than 17 January 1975 for the Seminar for Advancing Managers at Kings Point, 30 March -11 April 1975.

- The Agency has one space reserved for this seminar.(DDS&T requested three spaces.)
- 3. Please submit six copies of all nomination papers for your candidate—an up-to-date biographic profile, the most recent fitness report, and a statement giving reasons for proposing attendance at the seminar. You are reminded that attendance at this seminar is limited to individuals who will have moved from one managerial position to another during the period 1 July 1973 through 30 June 1975. Please include a statement to this effect in your supporting documentation.

Executive Secretary
Training Selection Board

25X1A

25X1A

ES-TSB :ma Distribution: Orlg - Adse 2 - ES-TSB

21 November 1974

MEMORANDUM FOR: Senior Training Officer DDA

SUBJECT : Nominations for Executive Seminar

- 1. Nominations are due in my office not later than 17 January 1975 for the Seminar for Advancing Managers at Kings Point, 30 March -11 April 1975.
- 2. The Agency has one space reserved for this seminar. (DDA requested one space.)
- 3. Please submit six copies of all nomination papers for your candidate—an up-to-date biographic profile, the most recent fitness report, and a statement giving reasons for proposing attendance at the seminar. You are reminded that attendance at this seminar is limited to individuals who will have moved from one managerial position to another during the period 1 July 1973 through 30 June 1975. Please include a statement to this effect in your supporting documentation.

25X1A

Executive Secretary
Training Selection Board

25X1A

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NOMINATION FOR INTERAGENCY TRAINING <sup>1.</sup> Approved For Release 2000/06/13 : CIA-RDP78-04202A000200160006-0 3. Agency offering course COURSE Science, Technology and Public Policy Civil Service Commission 5. Location of course (city, State) 4. Dates of course 16 - 28 March 1975 Oak Ridge, Tennessee 7. Position title 6. Name (First) (Initial) (Last) (Mr., Miss, Mrs.) Intelligence Officer 9. Pay plan and grade 8. Home GS-15 NOMINEE 10. Office telephone (including Area Code) 202 - 351-1100 11. Enter here special information required by the course announcement 25X1A 12. Billing address (including ZIP Code) Registrar, Office of Training Central Intelligence Agency Registrar, Office of Training Washington, D.C. 20505 15. Telephone/including Area Code) 6 February 1975 202 - 351-2193 16. Return address of nominating agency (including ZIP Code) Registrar, Office of Training Central Intelligence Agency Washington, D.C. 20505

	FOR USE BY AGENCY OFFERIN	TRAINING-DO NOT FILL IN THIS PART
	17. Nominee is: Selected as nominated	18. Remarks
	Selected for alternative dates (see Remarks	
Z	Not selected. (see Remarks)	
0	19. First session of class meets	
1CT		
1		

## INSTRUCTIONS TO NOMINATING AGENCY

25X1A

- 1. Observe the Nominating Criteria and Special Instructions in Course Announcement or Bulletin before completing this form.
- 2. All requested information, Items 1 through 16, must be furnished. Use typewriter to complete form.
- 3. Submit the original and the first three copies (do not remove carbons) to the agency offering the training. See Course Announcement or Bulletin for correct address. The agency submitting the nomination may retain the additional two copies.
- 4. A copy of this form will be returned by the agency sponsoring the training, indicating the action taken on the nomination in the ACTION block.

Approved For Release 2000/06/13 : CIA-RDP78-04202A000200160006-0

·	ROUTIN	G AND	RECOR	D SHEET
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INTERNAL USE ONLY

UNCLASSIFIED

25X1A

FORM. 3-62 610 USE PREVIOUS EDITIONS

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CONFIDENTIAL

	ROUTIN	G AND	RECOR	D SHEET
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Approved For Release 2000/06/13: CIA-RDP78-04202A000200164006-0 610 USE PREVIOUS EDITIONS

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4 February 1975

25X1A

Concerning your hand-written note, here is a little bit of background:

All Government agencies contract for "spaces" in these seminars on a Fiscal Year basis after which a contract is negotiated and the bill paid.

Our request for spaces is based on an annual poll of the Directorates which I make (taking into consideration TSB budget) and we never get as many spaces as we request. (Last year we asked for 25 and got 18.) The Centers can never accommodate the number of requests they receive. "Science, Technology and Public Policy" is extremely popular and as you can see from the attached sample schedule is not offered too often.

Miriam

25X1A

was selected by the Board.